cc: All Counsel of Record

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

Date:			
In Re:			
	- v -		
Case #:		()

Dear Litigant,

Enclosed is a copy of the judgment entered in your case.

Your attention is directed to Rule 4(a)(1) of the Federal Rules of Appellate Procedure, which requires that if you wish to appeal the judgment in your case, you must file a notice of appeal within 30 days of the date of entry of the judgment (60 days if the United States or an officer or agency of the United States is a party).

If you wish to appeal the judgment but for any reason you are unable to file your notice of appeal within the required time, you may make a motion for an extension of time in accordance with the provision of Fed. R. App. P. 4(a)(5). That rule requires you to show "excusable neglect" or "good cause" for your failure to file your notice of appeal within the time allowed. Any such motion must first be served upon the other parties and then filed with the Pro Se Office no later than 60 days from the date of entry of the judgment (90 days if the United States or an officer or agency of the United States is a party).

The enclosed Forms 1, 2 and 3 cover some common situations, and you may choose to use one of them if appropriate to your circumstances.

The Filing fee for a notice of appeal is \$5.00 and the appellate docketing fee is \$450.00 payable to the "Clerk of the Court, USDC, SDNY" by certified check, money order or cash. No personal checks are accepted.

		, De	eputy Clerk	
by:		· · · · · · · · · · · · · · · · · · ·		
	•	•		

J. Michael McMahon, Clerk of Court

APPEAL FORMS

Docket Support Unit

Revised: April 9, 2006

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United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

		X			
		· -	NOTICE	OF APPEAL	
-V-			civ.	()	
		 X			
Notice is hereby given	that		(party)		<u>.</u>
hereby appeals to the United Sta				from the Judgment [describe it
• • •					
					•
entered in this action on the	đ	ov of			
entered in this action on the	(day)	., ·- <u></u> _	(month)	(year)	
				(Signature)	
				(Address)	<u></u>
		-	(City, Stat	e and Zip Code)	
Date:		()(Tele	phone Number)	

<u>Note</u>: You may use this form to take an appeal provided that it is <u>received</u> by the office of the Clerk of the District Court within 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 1

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

My I tall butter, New				
	MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL			
-V-	civ. ()			
Pursuant to Fed. R. App. P. 4(a)(5),	respectfully			
requests leave to file the within notice of appeal out	of time. (party)			
desires to appeal the judgment in this action entered				
notice of appeal within the required number of days	because:			
[Explain here the "excusable neglect" or "good cause" we required number of days.]	hich led to your failure to file a notice of appeal within the			
•				
	(Signature)			
	(Address)			
	(City, State and Zip Code)			
Dates	(City, State and Zip Cook)			

Note: You may use this form, together with a copy of Form 1, if you are seeking to appeal a judgment and did not file a copy of Form 1 within the required time. If you follow this procedure, these forms must be received in the office of the Clerk of the District Court no later than 60 days of the date which the judgment was entered (90 days if the United States or an officer or agency of the United States is a party).

(Telephone Number)

FORM 2

United States District Court Southern District of New York Office of the Clerk

	Or the Clark Courthouse			
	ew York, N.Y. 10007-1213			
	-x			
-V-	NOTICE OF APPEAL AND MOTION FOR EXTENSION OF TIME			
	 civ. () -X			
Notice is hereby given that				
the United States Court of Appeals for the Second [Give a descrip	1 Circuit from the judgment entered on stion of the judgment]			
·	ed in the Clerk's office within the required time			
	states that			
a. In support of this request, this Court's judgment was received on	(party)			
court on (date)				
	(Signature)			
	(Address)			
	(City, State and Zip Code)			
Date:	()			

Note: You may use this form if you are mailing your notice of appeal and are not sure the Clerk of the District Court will receive it within the 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 3

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse

500 Pearl Street, New York, N.Y. 10007-1213

•		v	
	·	 	AFFIRMATION OF SERVICE
-V-		 - X	civ. ()
			, declare under penalty of perjury that I have
served a copy of the attached			
upon			
whose address is:	<u>.</u>	.	
Date: New York, New York			
			(Signature)
			(Address)
			(City, State and Zip Code)